Information note
10 May 2000

Information note on arrangements for the special session of the General Assembly "Women 2000: Gender Equality, Development and Peace for the Twenty-first Century" (Twenty-third special session)

To be held at United Nations Headquarters from 5 to 9 June 2000

The present information note describes administrative and logistical arrangements for the special session of the General Assembly "Women 2000:Gender Equality, Development and Peace for the Twenty-first Century". Information can also be obtained on the Internet at http://www.un.org/womenwatch/followup/beijing5/index.html. Additional information will be issued as appropriate.

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I. Introduction

The General Assembly, in its resolution 52/100 of 12 December 1997, reaffirmed that Member States should continue to commit themselves at the highest political level to the implementation of the Beijing Declaration and Platform for Action adopted at the Fourth World Conference on Women, and decided to convene, in the year 2000, a high-level plenary review to appraise and assess the progress achieved in the implementation of the Nairobi Forward-looking Strategies for the Advancement of Women and the Platform for Action and to consider further actions and initiatives. By its resolution 52/231 of 4 June 1998, the General Assembly decided that the high-level plenary review should be held as a special session of the General Assembly from 5 to 9 June 2000.

In its resolution 52/100, the General Assembly decided that the Commission on the Status of Women would serve as the preparatory committee for the high-level review and as such would be open to the participation of all States Members of the United Nations, members of the specialized agencies and observers, in accordance with the established practice of the General Assembly. By resolution 54/142, the Assembly urged Member States and observers to ensure their representation at the special session at a high political level. The Assembly also called for the participation of associate members of regional commissions in the special session, subject to the rules of procedure of the Assembly and in the preparatory process thereof, in the same capacity of observer that applied to their participation in the Fourth World Conference on Women.

The General Assembly, in its resolution 54/142, encouraged all entities of the United Nations system, including the programmes, funds and specialized agencies, and the Committee on the Elimination of Discrimination against Women, to be involved actively in preparatory activities and to participate at the highest level in the special session, including through presentations on best practices, obstacles encountered and a vision for the future to accelerate implementation of the Platform for Action and to address new and emerging trends.

By its resolution 54/142, the General Assembly encouraged Member States to include relevant actors of civil society, especially non-governmental organizations and representatives of women's organizations, in their national preparatory processes as well as in their delegations to the preparatory committee and the special session. The Assembly also decided that non-governmental organizations in consultative status with the Economic and Social Council, as well as the non-governmental organizations that were accredited to the Fourth World Conference on Women, may participate in the special session. In its decision 54/467, the General Assembly further decided that those interested non-governmental organizations that neither were in consultative status with the Economic and Social Council, nor were accredited to the Fourth World Conference and its preparatory process, may apply for accreditation to the special session. The arrangements concerning the participation of non-governmental organizations to the special session of the General Assembly would in no way create a precedent for other special sessions of the Assembly.

II. Information for participants

A. Dates and venue

The twenty-third special session of the General Assembly will be held from Monday, 5 June to Friday, 9 June 2000, in the General Assembly Hall at United Nations Headquarters.

B. Arrival information

1. Arrival in New York

Following past practice, Heads of State and Government, Vice-Presidents and Crown Princes/Princesses will be greeted, on behalf of the Secretary-General, by the Protocol Office and Liaison Service representatives at the time of arrival in New York. Detailed information about arrival of the above-mentioned VIPs to New York should be submitted by Permanent Missions to the Protocol and Liaison Service at least 24 hours in advance. (See arrival form in annex II.)

2. Arrival at the United Nations

Regular pedestrian and vehicular arrangements for the entry to and movements within United Nations Headquarters will be in effect throughout the twenty-third special session of the General Assembly. Delegations are free to use all the three street gates to the Headquarters – 42nd, 45th and 46th Streets, although VIPs arriving to the United Nations on foot are urged to enter the Headquarters through the 45th Street gate and proceed to the Delegate's Entrance of the General Assembly Building. A valid delegate's pass will provide access, both to the Headquarters and to all the meeting areas within. No additional cards or special passes will be required. Normal vehicular traffic regulations for the individual mission cars and motorcades entering the United Nations through the 43rd Street gate will be in effect, with precedence given to the police-escorted motorcades of Heads of State and Government.

It is emphasized that all persons, including those in the motorcades, *must* have a valid United Nations grounds pass in order to enter the premises, and the cooperation of delegations is vital to ensure a smooth flow at the entrance.

Information about host country special security arrangements, if any, will be communicated to delegations through the regular channels.

C. Accreditation and access information

1. Accreditation arrangements

The accreditation of the delegations to the twenty-third special session of the General Assembly will be carried out by the Protocol Accreditation Unit, located in the Secretariat Building, room S-201 P. Regular working hours of the Protocol Accreditation Unit will be 9.30 a.m. to 6 p.m. Additional hours will be as follows:

Saturday, 3 June	10 a.m. - 6 p.m.
Sunday, 4 June	10 a.m. - 6 p.m.
Monday, 5 June	8 a.m. - 5.30 p.m.

The Unit will remain open outside the hours indicated above by appointment only. If necessary, contact Mrs. M. Curran, Protocol Accreditation Unit, tel. 963-7181.

The Protocol Accreditation Unit will issue United Nations grounds passes to members of delegations of Member and Observer States, intergovernmental organizations, other entities with the status of observer and specialized agencies. In addition, the Protocol Accreditation Unit will also issue passes to members of the parties of the VIPs participating in the session. Applications for issuance of grounds passes (SG.6 Form, Registration of Members of Delegations to Temporary Meetings — see annex III) should be submitted to Mrs. M. Curran, Protocol Accreditation Unit, Protocol and Liaison Service (Secretariat Building), room S-201 P, New York, NY 10017, tel. 963-7181. **For the twenty-third special session of the General Assembly, only the bottom portion of the SG.6 form should be filled out**.

VIP passes will be issued by the Protocol Accreditation Unit upon request from the Permanent Mission with two passport-size photographs.

United Nations grounds passes for national security personnel accompanying Heads of State and Government and other VIPs will be issued by the Security and Safety Service. Delegations are requested to contact Sergeant George Abraham, tel. 963-7531.

Grounds passes for representatives of United Nations programmes will be issued by the Security and Safety Service.

Media representatives and members of non-governmental organizations will be accredited and issued appropriate grounds passes by the Media Accreditation and Liaison Unit and the NGO Section (see G and H below).

2. Access to and within the General Assembly Hall

For the duration of the twenty-third special session of the General Assembly, access to the General Assembly Hall will be open only to delegates with valid United Nations grounds passes.

During the special session, sections A and B on the side of the General Assembly Hall will be reserved for the spouses and guests of the VIPs addressing the session. Seats in the public gallery will also be available to guests of delegations. Tickets are needed for each of these areas and requests should be sent in writing well in advance to the attention of Mrs. M. Curran, Protocol Accreditation Unit, Protocol and Liaison Service, room S-201 P, New York, NY 10017.

3. Provisional list of delegations

A list of delegations to the twenty-third special session of the General Assembly will be issued by the Protocol and Liaison Service. Permanent and Observer Missions are requested to submit comprehensive lists of delegations to the Chief of Protocol, room S-201 A, at their earliest convenience.

D. Security arrangements and responsibilities

The Security and Safety Service is responsible for the security of all persons while they are on United Nations premises. The host country and the host city authorities are responsible for all arrangements relating to security and movement outside United Nations Headquarters.

Protection is provided by host country security authorities to Heads of State and Government, as well as to a limited number of other government officials, by the assignment of protection detail personnel, and will include motorcade arrangements. Arrangements for such assignments are initiated by the Washington embassy of the relevant country with the United States Department of State. Contact may also be made through the Host Country Liaison Office at the United States Mission to the United Nations (see section I below).

Any questions should be directed to the Security and Safety Service, Captain Robert Balzer or Sergeant George Abraham at 963-7531.

E. Participation in the session

In accordance with the recommendation of the Commission on the Status of Women, acting as the preparatory committee for the twenty-third special session, ten plenary meetings will be held over the five-day period of the special session, with two meetings per day according to the following schedule: 10 a.m. to 1 p.m. and 3 p.m. to 6 p.m.

As decided by the Assembly or recommended by the Commission on the Status of Women acting as the preparatory committee for the special session, participants in the debate in the plenary will include Member States, organizations and entities having received a standing invitation to participate as observers in the sessions and work of the Assembly, and in the capacity of observers, States members of specialized agencies that are not members of the United Nations and associate members of regional commissions.

Heads of United Nations programmes, specialized agencies and other entities in the United Nations system may make statements in the debate in plenary. Representatives of the United Nations system may also make statements in the Ad Hoc Committee of the Whole.

Given availability of time, a limited number of non-governmental organizations that are in consultative status with the Economic and Social Council may also make statements in the debate in plenary. Representatives of non-governmental organizations may also make statements in the Ad Hoc Committee of the Whole.

The Commission on the Status of Women, acting as the preparatory committee for the special session, further recommended that statements in the debate in the plenary should not exceed seven minutes. To facilitate the observance of the time limit, a light system installed on the lectern would signal the approach of the seven-minute limit.

Only official documents of the twenty-third special session **bearing General Assembly document symbols** and texts of statements to be delivered in plenary

meetings will be distributed in the General Assembly Hall. All other materials should be placed on a table on the west side of the Hall provided for this purpose.

1. List of speakers for the debate in the plenary

The current list of speakers for the debate in the plenary is available in room S-3001 and on the Internet. Any change or addition to the list of speakers should be communicated in writing to the General Assembly and Economic and Social Council Affairs Division, room S-3001 G, tel. 963-5063, fax No. 963-3783.

2. Statements

A minimum of 30 copies of the text of statements to be delivered in the debate in plenary should be submitted in advance to the Secretariat; failing this, delegations are urged to provide interpreters with five copies (for interpretation into the five other official languages) before the speaker takes the floor. If delegations wish to have the text of statements distributed to all delegations, observers, specialized agencies, interpreters, record-writers and press officers, 350 copies are required.

Given the security arrangements in place for the twenty-third special session, texts of statements to be made in plenary meetings, will have to be delivered to a receiving area in the public lobby between the hours of 7 and 8.30 a.m. by a delegation representative in possession of a valid grounds pass. Access will be through the 46th Street gate to the Visitors' Entrance, through the electronic screening area and then to the second floor where a representative of the Secretariat will accept the texts at a special counter. Only texts of statements to be made that same day will be accepted.

Delegations who wish to make their statements available to non-governmental organizations should deliver copies to the NGO working area in Conference Room A in the first basement (1B).

Delegations wishing to make their statements available to the press should bring a minimum of 100 copies to the Media Centre in Conference Room 1, in the first basement, and 100 copies to the documents distribution counter in the third floor press area. No copying facilities will be available for these statements.

3. Interpretation

Statements made in any of the six official languages of the General Assembly are interpreted into the other official languages. Any speaker may also make a statement in a language other than the official languages; however, in such cases, in accordance with rule 53 of the rules of procedure of the General Assembly, the delegation in question must provide either an interpreter or a written text of the statement in one of the official languages. On the basis of interpretation or written text, which is accepted by the Secretariat as representing the official text of the statement, it will be interpreted into the other official languages by United Nations interpreters. Moreover, the delegation concerned should make available to the interpreter someone who knows the language in which the statement is to be delivered and the official language into which it has been translated, to guide the interpreter through the translated text and to ensure synchronization between the speaker and the interpreter. Detailed arrangements for interpretation from non-official languages, including access by non-United Nations interpreters to the

interpreter booths in the General Assembly Hall, must be made in advance with Elena Howard, Officer-in-Charge, Interpretation Service, room SA-B31, tel. 963-8233. Apart from the above exception, there will be no facilities for interpretation in non-official languages.

4. Arrangements for bilateral meetings

Limited facilities for bilateral meetings will be available. Reservations should be made through the Meetings Servicing Unit, room 1B-2, tel. 963-7348.

F. Special events

The programme of special events is included in Annex I.

G. Media arrangements and services

Accreditation

The Media Accreditation Centre will be located in a temporary facility located at the North Garden. Access will be by the entrance at 47th Street and First Avenue. Its hours of operation are: Saturday, 3 June, 9 a.m. to 5 p.m.; Sunday, 4 June, 2 p.m. to 5 p.m.; Monday, 5 June, 7.30 a.m. to 5.30 p.m. and Tuesday, 6 June, 7.30 a.m. to 5.30 p.m. Prior to Saturday, 3 June, media can receive accreditation during normal working hours (9.30 a.m. to 5.30 p.m.) at the same location.

Those correspondents already possessing a valid United Nations grounds pass will not need additional accreditation for the special session.

Each member of the press corps accompanying a Head of State, Head of Government or Head of Delegation must complete an application for accreditation (see annex IV). This form must then be attached to an official letter from the permanent mission, addressed to the Chief, Media Accreditation and Liaison Unit, Media Division, Department of Public Information. The letter must list the names of the media representatives with their functional titles and affiliation (i.e. news media organization). Additional forms are available from the Media Accreditation and Liaison Unit, room S-250, or the Media Accreditation Centre, tel. 963-7164/6934.

After arrival in New York, all members of the press corps accompanying the Head of State, Head of Government or Head of Delegation must present themselves to the Media Accreditation Centre, where they will have their photograph taken and be issued a United Nations grounds pass. For security reasons, each member of the press corps will be required to wear both his/her United Nations pass and a national ID at all times.

Entry and screening procedures

The designated entrance for the media will be the visitors' gate located at First Avenue and 46th Street.

All press personnel are advised to arrive early to allow sufficient time for screening. Last minute arrivals will encounter delays and may be further delayed should First Avenue be temporarily closed for motorcades.

Media Centre

In addition to the facilities normally available to the press on the third floor of the Secretariat building, the ExPress Bar located on the third floor of the General Assembly Building will serve as an overflow area for the press corps, particularly the official photographers and cameramen waiting to enter the booth assigned to them. This location will be equipped with a television monitor carrying the proceedings in the General Assembly Hall, telephones and electrical outlets.

The United Nations will establish a Media Centre for the local and visiting press corps in Conference Room 1, which will provide the following technical services:

- Television sets carrying live proceedings on closed circuit television in English;
- To facilitate recording of any of the proceedings, there will be video and audio distribution boxes with provision for language selection, with floor audio and full interpretation into the six official languages (Arabic, Chinese, English, French, Russian and Spanish);
- Paging system for general announcements to the media;
- Telephone lines (credit cards required) and electrical outlets (110 volts) to enable journalists to use their laptop computers with modems;
- Documents distribution centre, including press releases;
- Distribution of tickets to the Press Gallery;
- For press materials, information about negotiations and issues, suggestions for interviews and other related assistance, contact the Development and Human Rights Section, Ms. Elisabeth Ruzicka-Dempsey, tel. 963-1742 or 963-3771, fax 963-1186.

An information desk in the Media Centre, tel. 963-9611/9612/9613, will be staffed at all times from 5 to 9 June to assist journalists with both substantive and organizational questions.

United Nations audio-visual materials

Photographs, videotapes and audio tapes are available from the United Nations. Each day during the special session, the offices that provide these services will be open from 9 a.m.

Photographs will be available to delegations for a nominal fee and to accredited correspondents free of charge. Photographs of morning and afternoon statements will be available the following morning. Please direct enquiries and requests to:

United Nations Photo Library
Room S-805L
Fax: 963-1658
Tel: 963-6927

Videotapes of statements are available for a fee in NTSC only, in VHS (U-matic and Betacam SP formats). It is advised that tapes be ordered in advance of

the statement so that copies can be made available sooner. To request a videotape of a statement, contact: tel. 963-7458; fax 963-3860.

Live television feeds are available through commercial carriers; contact 963-7650 for information.

Please note that unilateral television production services will not be available from United Nations Television during the special session.

Audio cassettes of the statements for the special session will be available to the media free of charge, from the United Nations Audio Library, located on the first basement concourse level, in room GA-27; fax 963-3860; tel. 963-9272.

Statements are normally available in the original ("floor") language in which they were delivered. Special requests for the recording of the interpreters' version in one of the six official languages (Arabic, Chinese, English, French, Russian and Spanish) should be made in advance, and are subject to the limitations of the recording facilities.

Delegates may request one cassette of each statement free of charge. Additional copies, back orders and other special requests are subject to a charge and are handled by the Sound Recording Unit, room GA-13 C, tel. 963-7658.

Pool coverage

Owing to logistics and space considerations, nearly all visual media coverage will be done by selected media pools. These pools are reserved exclusively for United Nations Television, United Nations photographers, international wire services and photo agencies. In the case of print media, the United Nations Correspondents Association will notify the Department of Public Information of its representative.

The official press corps accompanying a Head of State, Head of Government or a Head of Delegation, including the official photographer, will not be permitted to participate in these pools. The one exception will be any luncheon in which their Head of State, Head of Government or Head of Delegation participates, where the official photographer will be allowed to join the pool. In all instances these pools will be accompanied by a liaison staff member from the Department of Public Information; tel. 963-6934, fax 963-4642.

Visual coverage in the General Assembly Hall

Official photographers and official television crews will have an opportunity to cover the statement of their Head of State, Head of Government or Head of Delegation on a rotating basis, from the press booths surrounding the General Assembly Hall. Owing to space limitations, they may not remain to cover the other statements during the special session. A limited number of still photographers, escorted by Department of Public Information liaison staff, will also be allowed to take photographs from the "bridge" at the back of the General Assembly Hall during the statement. These operations will be coordinated from the third floor liaison desk in the General Assembly Building; tel. 963-7756/3353.

Tickets to the Press Gallery in the General Assembly Hall

There are 53 seats available for media representatives in the Press Gallery of the General Assembly Hall. Tickets will be distributed in the Media Centre half an hour before the meeting on a first-come first-served basis.

Copies of statements for the press

Delegations wishing to make the statement of their Head of State, Head of Government or Head of Delegation available to the press should bring a minimum of 100 copies to the Media Centre in Conference Room 1, located in the first basement, and 100 copies to the documents distribution counter in the third floor press area in the Secretariat Building. No copying facilities will be available for these statements.

Arrangements for coverage of bilateral meetings held during the special session

Delegations wishing coverage by their official media and/or international press of bilateral meetings by their Head of State, Head of Government or Head of Delegation are urged to obtain prior agreement of both delegations to the press coverage. They should provide the Media Accreditation and Liaison Unit with details of scheduled bilateral meetings; tel. 963-2393, fax 963-4642.

Those photo opportunities will take place in the vicinity of the bilateral meetings. Media representatives covering these meetings will be asked to assemble at the third floor liaison desk in the General Assembly Building, from which point they will be escorted by a liaison staff member from the Department of Public Information. General Assembly third floor liaison desk; tel. 963-7756/3353.

Press conferences

Room S-226 has been identified as the venue for press conferences during the special session. Missions wishing to schedule a press conference should contact the Office of the Spokesman for the Secretary-General at tel. 963-4521; fax 963-7055. A list of press conferences will be announced daily.

United Nations press release coverage

The Department of Public Information will provide press release coverage of open meetings of the special session. They may be obtained from the third floor documents counter (Secretariat Building) and in the Media Centre. Further enquiries should be directed to the News Coverage and Accreditation Service; tel. 963-7211/2360.

Background material

For press materials, information about negotiations and issues, suggestions for interviews and other related assistance, contact the Development and Human Rights Section, Ms. Elisabeth Rucizka-Dempsey, tel. 963-1742 or 963-3771, fax 963-1186. From 5 to 9 June contact the information desk in the Media Centre, tel. 963-9611/9612/9613.

On the Internet, background information on the special session of the General Assembly "Women 2000: Gender Equality, Development and Peace for the Twenty-first Century", the five-year review process and related topics can be found at

www.un.org/womenwatch/followup/beijing5/index.html. During the special session, this site will provide a live Web-cast of the plenary meetings and up-to-date information about documents, schedules, special events and NGO activities.

H. Information for non-governmental organizations

Registration of non-governmental organizations

NGOs accredited to the special session should contact the following offices for additional information on registration:

Hanifa Mezoui
NGO Section/Department of Economic and Social Affairs
United Nations, Room DC1-1480
Tel.: 963-8652
Fax: 963-9248

NGOs already accredited to the fourth World Conference on Women should contact:

Koh Miyaoi
Division for the Advancement of Women
Department of Economic and Social Affairs
Room DC2-1204
Tel.: 963-8034
Fax: 963-3463

NGO representatives *must* bring both:

- A photo identification (e.g., passport, driver's licence, etc.) and
- A copy of the letter of accreditation from the NGO Section/Department of Economic and Social Affairs

Registration venue

The registration facility is at the North Garden entrance at 47th Street and First Avenue.

Registration times

Tuesday, 30 May to Sunday, 4 June	9 a.m. - 4.45 p.m.
Monday, 5 June to Friday, 9 June	8 a.m. - 4.45 p.m.

Access to meetings

The special session will involve the following official meetings held in parallel:

Plenary meetings: General Assembly Hall, second floor of the General Assembly Building

Ad Hoc Committee of the Whole: Conference Room 2, first basement, Secretariat Building

Access to plenary meetings

The entire second floor of the General Assembly and conference Buildings will be designated a restricted area. Entry to the area will require a special pass that allows the bearer beyond the security checkpoints. A number of tickets have been arranged for the use of NGOs to access the General Assembly Hall. For each of the 10 plenary meetings, there will be 50 tickets for NGOs to observe the debate from the fourth floor balcony of the General Assembly Hall. Additional information on how the tickets will be distributed will be provided later.

Representatives of non-governmental organizations that cannot be accommodated in the plenary meeting or that are so designated by their constituencies may make statements in the Ad Hoc Committee of the Whole. As soon as further details are available NGOs will be requested to put in place a consultation mechanism to identify the speakers.

Access to the Ad Hoc Committee of the Whole

NGO access to the Ad Hoc Committee of the Whole will be based on the practice of the Main Committees of the General Assembly and the Commission on the Status of Women. In other words, NGO participants can observe the work of the Committee, request statement opportunities, disseminate information, etc. There are currently no special passes to attend meetings of the Ad Hoc Committee of the Whole.

Working space for participating non-governmental organizations

The following arrangements have been made to provide space for various NGO meetings and activities: Conference Room A. Designated NGO room where participating NGOs can hold strategy meetings or briefing meetings. The administration and scheduling of this room will be handled by the Commission on the Status of Women Secretariat and the Non-Governmental Liaison Service. Those NGO representatives who wish to bring their own computer equipment are welcome to use this room to conduct their work. Internet hook-ups will be arranged.

Distribution of materials

Distribution of printed materials on the second floor of the General Assembly Building will *not* be allowed. Printed material can be distributed on tables that will be available outside Conference Room 4 in the first basement.

I. Host country liaison

All enquiries concerning host country matters should be directed to the United States Mission, Mr. Robert C. Moller, at 415-4131 during regular business hours; after hours, please call 415-4444.

Annex I

Tentative programme of activities during the special session

MONDAY, 5 JUNE 2000

10:00-1:00 **Opening of the special session (Statements by the President of the Assembly and the Secretary-General; organizational matters; opening of the debate in the plenary).**

11:00-1:00 **First meeting of the Ad Hoc Committee of the Whole.**

10:00-11:30 Special event: Presentation on Best Practices. Organized by the Organisation Internationale de la Francophonie. DHL Auditorium.

1:15-3:00 Special event: Screening of film, "Regret to Inform" followed by Panel discussion. Organized by DPI. DHL Auditorium.

1:15-2:45 Special event: :Launch of "Equality in Practice" booklet and presentation on United Kingdom and developing countries' best practices. Organized by the Permanent Mission of the United Kingdom to the United Nations. Conference room to be announced.

1:15-2:45 Special event: Panel on "Advancing protection for internally displaced women and girls". Organized by the International Rescue Committee with International Alert Conference room 4.

1:30-3:00 Special event: Launch of Progress of the World's Women. Organized by UNIFEM. Conference room 3.

3.00-6.00 **Second plenary meeting of the special session (continuation of the debate)**

Second meeting of the Ad Hoc Committee of the Whole.

3:15-5:00 Special event: Skills demonstration workshop on approaches that work in involving men as partners in AIDS prevention and care. Organized by the Joint United Nations Programme on HIV/AIDS (UNAIDS). DHL Auditorium.

3:15-4:45 Special event: Seminar on "Women and Secure Tenure" and presentation of video, "The Phantom Statistic". Organized by UNCHS, FAO, UNIFEM and UNDP. Conference room to be announced.

3:30-5:00 Special event: Panel on the "Contribution of the Microcredit Summit Campaign to the Platform for Action". Organized by UNIFEM. Conference room 3.

6:30-8:00 Special event: Workshop on Women and Armed Conflict in the Asia Pacific region. Organized by Women and Media Network for Asia-Pacific (WMNAP). Conference room 4.

TUESDAY, 6 JUNE 2000

10.00-1.00 **Third plenary meeting of the special session (continuation of the debate).**

Third meeting of the Ad Hoc Committee of the Whole.

10:00-11:30 Special event: Workshop on Human Rights. Organized by the Asian Women's Human Rights Council (AWHRC). Conference room 4.

10:00-12:00 Special event: Panel with authors of the World Bank's policy research report on gender and development. Organized by the World Bank. Conference room 3.

10:00-12:00 Special event: Briefing and Website presentation on Time use Surveys - Engendering Labour Market Statistics. Organized by DESA and UNDP. Conference room to be announced.

11:45-1:15 Special event: Panel on "Environmental Issues Five Years after Beijing: New Challenges and Commitments". Organized by the Environment Caucus. Conference room 4.

1:15-2:45 Special event: Panel on "the role of men and boys in ending gender-based violence". Organized by the Office of the Special Adviser on Gender Issues and Advancement of Women, the Division for the Advancement of Women, UNICEF, UNDP, UNIFEM, and the UN Men's Group for Gender Equality. Conference room 3.

1:15-2:30 Special event: Launch of the Gender Awareness Information and Networking System (GAINS) Organized by INSTRAW. DHL Auditorium.

1:15-2:45 Special event: Presentation on good practices in gender mainstreaming. Organized by the Inter-Agency Working Group on Women and Gender Equality under the leadership of UNIFEM and UNDP. Conference room to be announced.

1:30-3:00 Special event: Panel on best practices to prevent and eradicate violence against women and girls. Organized by the Women's International League for Peace and Freedom. Conference room 4.

3.00-6.00 **Fourth plenary meeting of the special session (continuation of the debate).**

Fourth meeting of the Ad Hoc Committee of the Whole.

3:00-6:00 Special event: Forum on best practices in Gender, Population and Development. Organized by UNFPA. Conference room 3.

3:15-4:45 Special event: Panel on gender mainstreaming: Experiences of UN Volunteers in the field. Organized by UNIFEM, UNV and UNDP. Conference room to be announced.

3:00-4:30 Special event: Seminar on Men and Gender Equality. Organized by the Nordic Ministers for Gender Equality. DHL Auditorium

6:00-8:00 Special event: Panel on Globalization, Governance and Women's Health. Organized by the Permanent Mission of the Philippines to the United Nations. Conference room to be announced.

6:30-8:00 Special event: Panel on the monitoring of continued implementation of women's sexual and reproductive health and rights at a regional and global level. Organized by KULU - Women and Development Denmark, and Asian-Pacific Resources an Research Centre for Women (ARROW). Conference room 4.

6:00-8:00 Special event: Panel/Roundtable on overcoming women's poverty/linking Beijing+5 and WSSD+5. Organized by UNDP. DHL Auditorium.

6:15-7:45 Special event: Panel on Ending Female Genital Mutilation: What can we measure and how? Organized by UNICEF. Conference room 3.

WEDNESDAY, 7 JUNE 2000

10.00 - 1.00 Fifth plenary meeting of the special session (continuation of the debate).

Fifth meeting of the Ad Hoc Committee of the Whole.

9:30-1:00 Special event: Meeting between members of Parliament, representatives of governments and concerned intergovernmental organizations on action at the national level following Beijing+5 review process. Organized by IPU. Conference room 3.

10:00-11:30 Special event: Launch of the CD-ROM, "Women Go Global". Organized by the Office of the Special Adviser on Gender Issues and Advancement of Women and the Division for the Advancement of Women. Conference room to be announced.

10:00-12:30 Special event: Presentation of the film, "Of Hopscotch and Little Girls" followed by panel discussion. Organized by the Permanent Mission of Canada to the United Nations. DHL Auditorium.

10:00-11:30 Special event: Workshop on the girl child and/or women and the economy. Organized by the Alliance for Arab Women. Conference room 4.

11:45-1:15 Special event: Intergenerational dialogue between young women and representatives of governments, non-governmental organizations and UN system organizations. Organized by the CSW Youth Caucus. Conference room 4.

1:15-2:45 Special event: Panel on the "Dialogue between NGOs and Governments: For a gender sensitive citizenship". Organized by the UN Regional Commissions. Conference room 3.

1:15-2:45 Special event: Panel on Gender Issues and Humanitarian Assistance. Organized by the Office for the Coordination of Humanitarian Affairs. DHL Auditorium.

1:15-2:45 Special event: Workshop on best practices in gender mainstreaming. Organized by the Commonweath Secretariat. Conference room to be announced.

1:30-3:00 Special event: Panel on sexualities and human rights. Organized by the Lesbian Caucus, El Closet de Sor Juana. Conference room 4.

3.00 - 6.00 Sixth plenary meeting of the special session (continuation of the debate).

Sixth meeting of the Ad Hoc Committee of the Whole.

3:00-4:45 Special event: Panel on women in conflict situations and post-conflict development and the role of the Security Council. Organized by UNDP, UNIFEM and International Alert. DHL Auditorium.

6:15-7:00 Special event: Multimedia performance on the impact of discriminatory laws on women around the world. Organized by Equality Now. Conference Room 4.

6:15-7:30 Special event: Presentation of the gender focal point study. Organized by the InterAgency Working Group on Women and Gender Equality under the leadership of the Office of the Special Adviser on Gender Issues and Advancement of Women and UNFPA. Conference room 3.

6:00-8:00 Special event: Panel on putting early marriage on the women's global agenda. Organized by UNICEF. DHL Auditorium.

THURSDAY, 8 JUNE 2000

10.00 - 1.00 Seventh plenary meeting of the special session (continuation of the debate).

Seventh meeting of the Ad Hoc Committee of the Whole.

9:00-11:00 Special event: Panel on peace-building and peacekeeping. Organized by the Inter-Agency Working Group on Women and Gender Equality under the leadership of the Office of the Special Adviser on Gender Issues and Advancement of Women and the Organization for Economic Cooperation and Development/Development Assistance Committee. Conference room 3.

10:00-11:30 Special event: Panel on institutional mechanisms for the advancement of women. Organized by Femme Avenir CFEI, Association Pour Le Progres and La Defense des Droits de Femme Maliennes (APDF Mali), European Women's Lobby. Conference room 4.

11:15-12:45 Special event: Panel on combating poverty through decent work and gender equality. Organized by ILO. Conference room 3.

11:45-1:15 Special event: Panel on subject to be announced. Organized by the Conference of Non-governmental Organizations in Consultative Relationship with the United Nations. Conference Room 4.

1:15-2:45 Special event: Panel on "Mainstreaming a gender perspective in peacekeeping operations" Organized by the Office of the Special Adviser on Gender Issues and Advancement of Women, the Division for the Advancement of Women and DPKO. Conference room 3.

1:15-2:45 Special event: Panel on challenges for promoting and protecting women's human rights. Organized by the Office of the High Commissioner for Human Rights, the Division for the Advancement of Women and UNIFEM. DHL Auditorium.

1:30-3:00 Special event: Girls Speak Out. Organized by the Working Group on Girls, Centre for Development and Population Activities (CEDPA), World Association of Girl Guides And Girl Scouts (WAGGS), National Council for Research on Women (NCRW), World Vision International (WVI), and UNICEF. Conference Room 4.

3.00 - 6.00 Eighth plenary meeting of the special session (continuation of the debate).

Eighth meeting of the Ad Hoc Committee of the Whole.

3:00-4:45 Special event: Panel on gender and information and communications technologies: building new partnerships. Organized by UNIFEM and UNDP. Conference room 3.

3:00-4:45 Special event: Panel on Older Women Workers. Organized by ILO. DHL Auditorium.

3:00-6:00 Special event: Presentation of study on women's participation in the electoral process. Organized by DESA. Conference room to be announced.

6:00-8:00 Special event: Seminar on mainstreaming gender in the programme budgeting process. Organized by the Inter-Agency Working Group on Women and Gender Equality under the leadership of the Office of the Special Adviser on Gender Issues and Advancement of Women. DHL Auditorium.

6:00-8:00 Special event: Panel on Women and Armed Conflict. Organized by the Office of the United Nations High Commissioner for Refugees, UNIFEM, the Office for the Coordination of Humanitarian Affairs, and the Women's Commission for Refugee Women and Children. Conference room 3.

6:30-8:00 Special event: Workshop on networks of, for and by poor women entrepreneurs. Organized by Women's World Banking and the International Coalition on Women And Credit. Conference Room 4.

FRIDAY, 9 JUNE 2000

10.00 - 1.00 Ninth plenary meeting of the special session (continuation of the debate).

9:00-11:00 Special event: Meeting of the European Commissioner for Employment and Social Affairs with European non-governmental organizations. DHL Auditorium.

10:00-12:00 Special event: Meeting on legal and social advisory services for women. Organized by the Permanent Mission of Germany to the United Nations. Conference room 10.

10:00-1:00 Special event: Panel on women in power. Organized by the United Nations Committee for Parliamentarians for Global Action (PGA) and the Permanent Mission of Sweden to the United Nations. Conference room 3.

10:00-11:30 Special event: Presentation of the "Screening Gender Audiovisual Training Tool Kit to Promote Fair Gender Portrayal on Television" . Organized by the Permanent Mission of Finland to the United Nations. Conference room to be announced.

11:15-12:30 Special event: Film screening and launch of publication on women and armed conflict. Organized by the International Committee of the Red Cross. DHL Auditorium.

1:15-2:45 Special event: Panel on Women Leaders in the United Nations paving the way to gender equality, development and peace in the twenty-first century. Organized by WFP. Conference room 3.

1:30-3:00 Special event: Panel on globalization, governance and women. Organized by the Society for International Development and the Women in Development Network (WID). Conference room 4.

3.00 - 6.00 Tenth plenary meeting of the special session (conclusion of the debate, adoption of the final document, closing of the special session).

3:00-4:30 Special event: Panel on sexual harassment. Organized by the Office of the Special Adviser on Gender Issues and Advancement of Women. DHL Auditorium.

Annex II

UNITED NATIONS **NATIONS UNIES**

POSTAL ADDRESS—ADRESSE POSTALE: UNITED NATIONS, N.Y. 10017
CABLE ADDRESS—ADRESSE TELEGRAPHIQUE: UNATIONS NEWYORK

EXECUTIVE OFFICE OF THE SECRETARY-GENERAL
CABINET DU SECRETAIRE GENERAL

REFERENCE: PRO 4-1-1/23UNGASS

23rd special session of the General Assembly

Delegation of _____

Head of State
or H.E._____
Head of Government

Date of Arrival _____ Time _____

Airline Carrier _____ Flight No. _____

Airport (PLEASE CIRCLE ONE)

JFK LA GUARDIA NEWARK

Presumed Date of Departure _____

Name of Spouse _____
(if present) First Name Last Name

Please return to the Protocol and Liaison Service, Room S-201, by **31 May 2000.**

Contact at the Permanent Mission:

_____
Name Tel. No.

Annex III

PLEASE TYPE OR PRINT ONLY

UNITED NATIONS

PROTOCOL AND LIAISON SERVICE

REGISTRATION OF MEMBERS OF DELEGATIONS TO TEMPORARY MEETINGS

_____ requests the U.N. Protocol and Liaison Service
Permanent/Observer Mission - Observer Office - Specialized Agency

to issue a grounds pass to _____

who will participate in the meeting of _____

in the capacity of _____

Delegate's date and port of entry in the U.S.: _____

Departure date: _____ Visa type and expiration date: _____

Date and place of birth: _____ Citizenship: _____

Occupation in the sending State: _____

Address in New York: _____

SIGNATURE _____

NAME (please type/print) _____
Head of Chancery/Administrative Officer

_____
OFFICIAL SEAL

New York _____
(Date)

✂----------

APPLICATION FOR UNITED NATIONS GROUNDS PASS

NAME _____ COUNTRY/ORG. _____

MEETING _____

Head of Del. ( )	Rep. ( )	Alt. Rep. ( )	Adviser ( )	Expert ( )	Staff ( )

FOR PROTOCOL USE ONLY

Expiration date of pass: _____

Signature _____ Date: _____
(Approving Officer)

Code:	GD____	DE____	AD____	PS____	PC____	OS____	OC____

SG/A/(1-99) - E

Annex IV

SPECIAL SESSION OF THE GENERAL ASSEMBLY "WOMEN 2000: GENDER EQUALITY, DEVELOPMENT AND PEACE FOR THE TWENTY-FIRST CENTURY"

United Nations, New York, 5-9 June 2000

PROCEDURES TO APPLY FOR MEDIA ACCREDITATION

Bona fide representatives of the mass media -- press, photo, radio, television and film -- will be accredited for coverage of the *SPECIAL SESSION OF THE GENERAL ASSEMBLY "WOMEN 2000: GENDER EQUALITY, DEVELOPMENT AND PEACE FOR THE TWENTY-FIRST CENTURY"*, to be held in New York on 5-9 June 2000.

Completed application forms, together with a letter of assignment on official letterhead from the Editor or Bureau Chief, should be sent to:

UNITED NATIONS
Media Accreditation and Liaison Unit
Media Division, Department of Public Information
Room S-250
New York, New York 10017, U.S.A.
Fax: (212) 963-4642

No acknowledgement will be mailed to you. If you have applied by mail, passes will be issued at the above address upon presentation of two forms of photo ID (passport, official national press pass, drivers license, work ID, etc.).

If you are applying at the Conference site for the first time, you should complete an application form, present a letter of assignment and two forms of photo ID.

PLEASE NOTE: Application forms will be considered only if accompanied by a letter of assignment. Accreditation is free of charge. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

SPECIAL SESSION OF THE GENERAL ASSEMBLY
"WOMEN 2000: GENDER EQUALITY, DEVELOPMENT AND PEACE FOR THE TWENTY-FIRST CENTURY"
United Nations, New York, 5-9 June 2000

REQUEST FOR ACCREDITATION OF MEDIA REPRESENTATIVES

NOTE: This application must be presented with a letter of assignment, in order to be processed.

PERSONAL DATA

1. **Name:** _____
   (Family name) **(First name)**
2. **Place and date of birth:** _____
3. **Nationality:** _____ 4. **Passport number:** _____
5. **Permanent office address** *(if different from your organization's headquarters)*: _____
   _____ **Telephone:** (___) _____
   _____ **Fax & e-mail:** _____

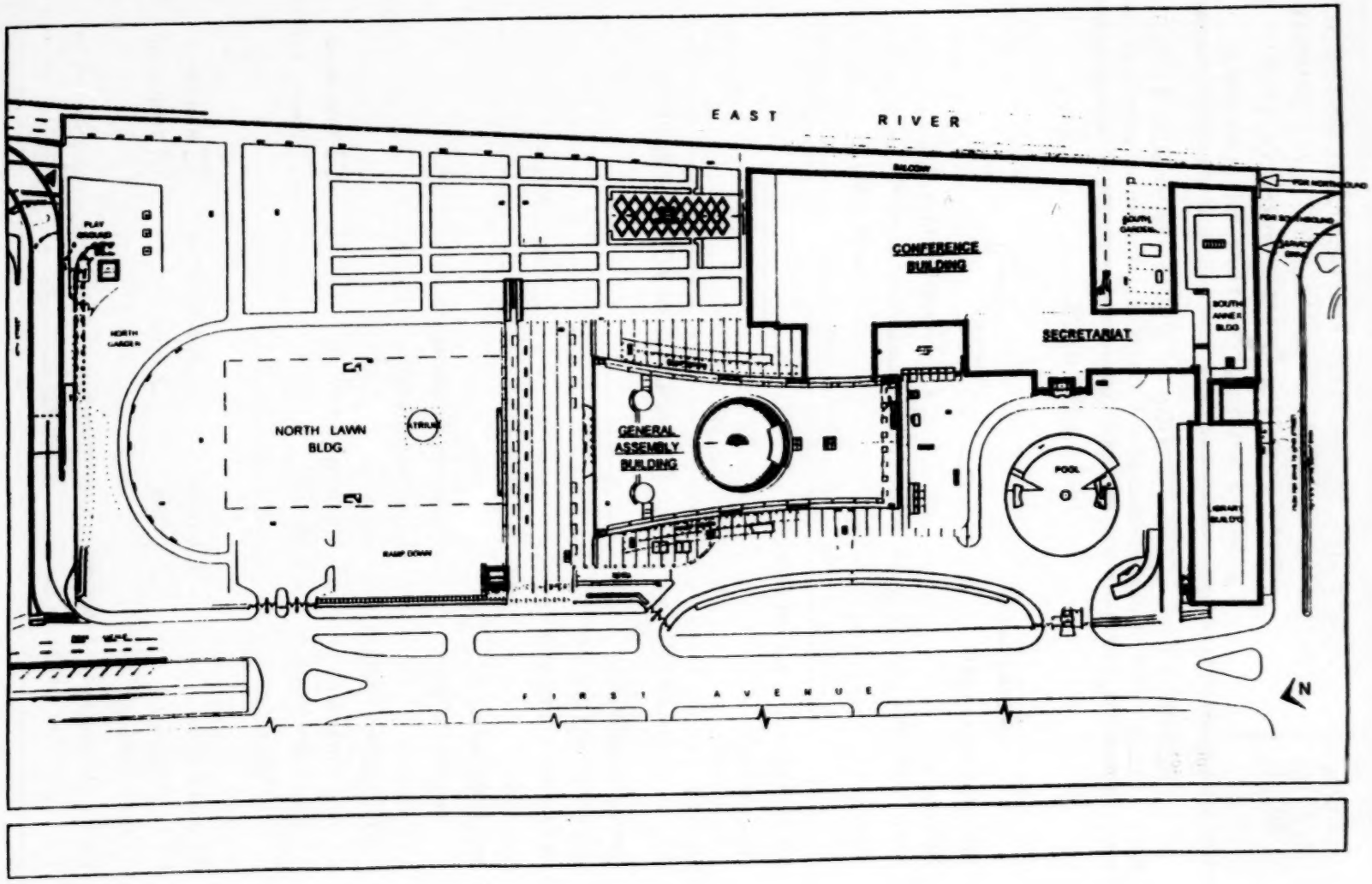
6. **For contact during Special Session:**
   Address: _____ **Telephone:** (___) _____
   _____ **Fax & e-mail:** _____

DATA ON THE MEDIA ORGANIZATION YOU REPRESENT

7. **Name of organization:** _____
8. **Contact person and title:** _____
9. **Headquarters' mailing address:** _____ **Telephone:** (___) _____
   _____ **Fax & e-mail:** _____
10. **Status/Ownership:**
    ☐ **Educational/Public** ☐ **Government/State**
    ☐ **Private** ☐ **Other (specify):** _____
11. **Type of medium** *(check as many as necessary)*:
    ☐ **Daily newspaper** ☐ **Photo/visual service** ☐ **Television**
    ☐ **News agency/service** ☐ **Radio** ☐ **Weekly publication**
    ☐ **Other (specify):** _____
12. **Position:**
    ☐ **Cameraperson** ☐ **Director** ☐ **Photographer** ☐ **Reporter**
    ☐ **Correspondent** ☐ **Editor** ☐ **Producer** ☐ **Technician**
    ☐ **Other (specify):** _____
13. **Working language(s) of your media organization:** _____
14. **Your main news topic(s) or field(s) of coverage** (*if applicable*): _____
    _____

Annex V

Layout of the United Nations complex



Annex VI

Secretariat focal points

The interdepartmental task force on the special session is responsible for coordination within the Secretariat of work related to the preparations for the special session. Specific queries can be directed to focal points as follows:

A. General Assembly secretariat		General Assembly and Economic and Social Council Affairs Division Vadim Perfiliev Room: S-2977A Tel.: 963-0725
B. Committee of the Whole	Substantive office	Department of Economic and Social Affairs Deirdre Pardal Room: DC2-1278 Tel.: 963-2226 Fax: 963-3463
	Committee Secretary	Kate Starr Newell Room S-2950D Tel.: 963-4248
C. Arrangements for interpretation from non-official languages		Interpretation Service Elena Howard Room: SA-B31 Tel.: 963-8233
D. Non-governmental organizations registration/accreditation	Economic and Social Council	NGO Section/Department of Economic and Social Affairs Hanifa Mezoui Room: DC1-1480 Tel.: 963-8652 Fax: 963-9248 Koh Miyaoi Room: DC2-1204 Tel.: 963-8034 Fax: 963-3463
E. Protocol		Protocol and Liaison Service Igor Novichenko Room S-0201B Tel.: 963-7177 Fax: 963-1921

	Accreditation Unit	Marybeth Curran Room: S-201P Tel.: 963-7181
F. Security	General	Captain Robert Balzer Tel.: 963-7531 Sergeant George Abraham Tel.: 963-7531
	Passes for national security officers	Sergeant George Abraham Tel.: 963-7531
G. Media	Photograph requests	United Nations Photo Library Room: S-805L Tel: 963-6927 Fax: 963-1658
	Videotapes of speeches	Tel.: 963-7458 Fax: 963-3860
	Audio cassettes of speeches	United Nations Audio Library Room: GA-27 (first basement concourse level (1B)) Tel.: 963-9272 963-4186 Fax: 963-3860
	Scheduling of press conferences	Office of Spokesman for the Secretary-General Tel.: 963-4521 Fax: 963-7055
	Live television feed information	Tel.: 963-7650
	Media accreditation	Tel.: 963-7164, 963-6937 963-6934, 963-6936 Fax: 963-4642
	Background information	Development and Human Rights Section Department of Public Information Tel.: 963-1742 963-3771 Fax: 963-1186

	Media Centre (5 to 9 June)	Conference Room 1 Tel.: 963-9611 963-9612 963-9613
	Liaison Desk (5 to 9 June)	Third floor, General Assembly Building Tel.: 963-7756 963-3353
	Pool coverage	Tel.: 963-6934 Fax: 963-4642
	Bilateral meetings coverage	Tel.: 963-2393 Fax: 963-4642
H. Facilities for bilateral meetings		Meetings Servicing Unit Room: 1B-2 Tel.: 963-7348 Fax: 963-3798
I. Medical services	Emergencies	Tel.: 963-7777
J. Travel of representatives of least developed countries		Department of Management Executive Office Denise Jaen Room: S-2750 Tel.: 963-2115 Fax: 963-3283
K. Host country matters		United States Mission Robert C. Moller 415-4131 (regular business hours) 415-4444 (after hours)

Participating Governments are responsible for all other arrangements, including travel to New York, entry formalities, ground transportation, accommodations, attention to special health and medical considerations, secretarial and telecommunication services, advance visits and delegations programme of activities that are not directly related to the special session. Participating Governments should observe all regular procedures at United Nations Headquarters, as stated in section XIX of the United Nations *Manual of Protocol* (ST/SG/4/Rev.6), *Information for Delegations* (ST/CS/49) and other guidelines and instructions.